School of Engineering

Guidelines for Admission on Undergraduate Programs (Fee Paying)

The School of Engineering (SoE) opens the online application for the admission in fee paying category for the admission on its undergraduate programs. Interested and eligible candidates can apply for the application via an online portal https://entrance.pusoe.edu.np/.

1. Intake Capacity (Fee Paying and Scholarship)

Table 1: Intake capacity of undergraduate programs

SN	Programs offered	Total Intake Capacity	Fee-paying Quota	Scholarship Quota
1	BE Civil	144	115	29
2	BE Computer	48	39	9
3	BE Software	48	39	9
4	BE Electrical and Electronics	48	39	9
5	BE IT	48	39	9
6	BE Mechanical	48	39	9
	Total	**384**	**310**	**74**

Note: The SoE will admit only a fee-paying quota.

2. Call for Application

1. The Admission Committee calls for applications for entrance examinations.
2. The Admission Committee conducts the entrance examination.
3. The Admission Committee publishes a merit-list of passed candidates,
4. The Admission Committee provides a deadline for correction of published merit-list and again publishes revised updated merit-list (if required).
5. The Admission Committee informs all the passed candidates via notice (published in the official website of university https://pu.edu.np) for the first spot-admission.

3. Eligibility Criterion

To apply for the undergraduate programs offered at SoE, the applicant must meet the following criterion:

- Candidates must have completed SLC examination of NEB or equivalent level from a recognized academic institution. Candidates must have studied Mathematics, Physics and Chemistry.

- Candidates must have scored a minimum of 45% or CGPA of 2 (in a scale of 4) and at least Grade C (in case of A-level: at least Grade D) or 45% in each subject (P, C, M). The minimum criteria for Grade C (in case of A level, Grade D) does not apply to other courses or extra courses if any.

- Candidates must have studied mathematics of at least 100 marks in SLC examination taken by NEB or equivalent level.

4. Required Documents for Admission

Successful candidates are required to bring the following documents during the spot-admission at the SoE:

1. Original citizenship certificate and its one copy in case of Nepalese citizen / original passport and/or national identity card and its one copy in case of foreign candidates.

2. Original certificates- transcript, degree certificate and character certificate and their respective copy of SEE (10 Class) or equivalent and SLC (12 Class) or equivalent. In addition, bring a copy of the grade sheet of 11 Class.

3. Original migration certificate of SLC (12 Class) or equivalent.

4. Candidates who have graduated from foreign boards must submit equivalent certificates from NEB.

5. Passport size photo- 2 copies.

6. Application form (duly-filled) provided by the SoE during the spot-admission.

7. A Bank counter will be available at the school of Engineering during the spot admission. Candidates are required to deposit the stated admission fee in the Bank counter during the spot-admission and include the proof of payment in your documents. (See at Section.)

8. Letter of official sponsorship from the organization/institution for sponsored students.

5. Spot-Admission Procedure

In order to make the admission process effective, transparent and systemic, the SoE follows the merit-based **spot-admission process**.

a. Candidates or guardians must visit SoE on the notified day and time with original academic certificates and other documents stated in section 4.

b. A counseling room will be assigned for the Candidates or guardians based on rank to make them prepare for the spot admission.

c. Candidates or guardians will be provided an admission form to fill up all necessary information during the spot admission and must fill the form.

d. Candidates or guardians will be called rank-wise for admission from the published merit-list and time schedule.

e. According to the priority of the program stated in the admission form, the candidate will get admission in the program of first priority. If the quota for the program of first priority is full, the candidate will get admission in the program of his/her second priority. If the quota for second priority is also full, the candidate will get admission in the program of his/her third priority and so on.

f. As soon as a quota in any program is vacant due to any reason, the transfer process will be done immediately. Candidates will be informed and get admitted based on the merit list.

g. After completing the admission, candidates will be provided an admission confirmation document. The candidate now becomes a student of the SoE.

If the fee-paying students' seats are not fulfilled on first spot admission; the notice of second spot admission will be published on the same day after the completion of the first spot admission. The second spot admission will also follow the same procedure like the first spot admission does and so on.

6. Admission Cancellation and Refund

Carefully read the following rules and conditions regarding to the cancellation of admission if it is required:

1. While verifying submitted documents with original documents, if the obtained marks or other information or name published in merit-list due to any mistake are found to be

different, then admission of candidate will be canceled. Even if a candidate gets admitted, and finds such a mistake, admission of that candidate will be canceled.

2. After commencement of class in school, if the student is absent up to 15 days without information as well as appropriate reason and also fails to fill-up PU registration form; then the admission will be canceled. New admission list based on merit will be published for the remaining candidates of the first merit-list and seats of the student will be replaced by new candidates. If candidate/s is/are not available from the first merit-list, admission recall notice will be published for interested candidate/s and admission will be done in merit base.

3. In case a student desires to withdraw admission for any reason prior to the orientation class at the SoE, 50% of the tuition fee and the student deposit will be refunded. Conversely, if a student wishes to cancel admission after the orientation class at the school, only the deposit amount will be subject to a refund. Original migration certificate will be recommended to return for the student who duly follows the rule of cancellation of admission.

4. The student who is admitted in any school/college under FST can re-join/re-admit for the lapsed/dropped out year/semester of the academic program with condition. The seat must be available in the program for the year/semester that the student want to rejoin. The student must duly submit an application with appropriate reason clarifying about the lapsed/dropped out year/semester of the academic program prior to 15 days of commencement of class in school/college. This provision will not be valid for the new admission process and first semester. Admission of such students will be canceled.

7. Fee structure

The summary of the total fee amount required in the four years for various undergraduate programs is summarized in Table 2.

Table 2: Program-wise Total Fee Amount in Four Years

SN	Program Name	Total Fee	Deposit Amount
1	Bachelor of Civil Engineering	6,23,000	20,000
2	Bachelor of Electrical and Electronics Engineering	5,87,200	20,000
3	Bachelor of Computer Engineering	5,87,200	20,000
4	Bachelor of Software Engineering	5,87,200	20,000
5	Bachelor of Engineering in IT	5,87,200	20,000
6	Bachelor of Mechanical Engineering	5,87,200	20,000

A. BE Civil Engineering

SN	Particular	Semester								Total
		1st	2nd	3rd	4th	5th	6th	7th	8th	
1	Admission fee	25,000								**25,000**
2	Registration fee	10,000								**10,000**
3	Tuition fee	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000	**2,88,000**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Library fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
6	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
7	Laboratory fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	**1,20,000**
8	Student welfare fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
9	Survey Camp/Workshop/Seminar					30,000		20,000		**50,000**
10	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
11	Council Registration	1,000								**1,000**
12	FSU Fee	1,000								**1,000**
	Total	**1,04,000**	**67,000**	**67,000**	**67,000**	**97,000**	**67,000**	**87,000**	**67,000**	**6,23,000**
	Deposit	**20,000**								**20,000**
	Admission Fee	**1,24,000**								

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 2.0 times and the students from other than SAARC countries must pay 3 times of the fees stated for a particular undergraduate program.

B. BE Computer/Software/IT/Electrical and Electronics Engineering

SN	Particular	1st	2nd	3rd	4th	5th	6th	7th	8th	Total
		Semester								
1	Admission fee	25,000					-	-	-	**25,000**
2	Registration fee	10,000					-	-		**10,000**
3	Tuition fee	34,400	34,400	34,400	34,400	34,400	34,400	34,400	34,400	**2,75,200**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Library fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
6	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
7	Laboratory fee	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	**1,20,000**
8	Student welfare fee	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**23,000**
9	Workshop/Seminar							20,000		**20,000**
10	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
11	Council Registration	1,000								**1,000**
12	FSU Fee	1,000								**1,000**
	Total	**1,02,400**	**66,400**	**66,400**	**66,400**	**66,400**	**66,400**	**86,400**	**66,400**	**5,87,200**
	Deposit	**20,000**								**20,000**
	Admission Fee	**1,22,400**								

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 2.0 times and the students from other than SAARC countries must pay 3 times of the fees stated for a particular undergraduate program.

C. Mechanical Engineering

SN	Particular	Semester								Total
		1st	2nd	3rd	4th	5th	6th	7th	8th	
1	Admission fee	25,000					-	-	-	**25,000**
2	Registration fee	10,000					-	-		**10,000**
3	Tuition fee	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	**320,000**
4	Examination fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	**40,000**
5	Service Fee	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	**32,000**
6	Student welfare fee	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**23,000**
7	Laboratory fee	11,000	11,000	11,000	11,000	11,000	11,000	11,000		**77,000**
8	Library, Online & E-Resources Fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	**16,000**
9	P.U Development fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	**24,000**
10	Accreditation/Council Registration	1,000								**1,000**
11	FSU Fee	1,000								**1,000**
12	Project/Internship							6,000	12,200	**18,200**
	Total	**1,04,000**	**68,000**	**68,000**	**68,000**	**68,000**	**68,000**	**74,000**	**69,200**	**5,87,200**
	Deposit	**20,000**								**20,000**
	Admission Fee	**1,24,400**	**68,000**	**68,000**	**68,000**	**68,000**	**68,000**	**74,000**	**69,200**	**607,200**

- The deposit amount is refundable only after completing a 4 years cycle.
- Sponsored students must pay 1.5 times, a SAARC-country student other than a Nepalese student must pay 1.75 times and the students from other than SAARC countries must pay 2 times of the fees stated for a particular undergraduate program.

If any disputes arise, the School of Engineering reserves its right for the final decision.

Pokhara University
School of Engineering

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